Beyond Our Classroom Walls

Podcasting as an Instructional Tool

Round Rock ISD  
Summer 2009 EdTech Professional Development   
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We can be…**Consumers of Podcasts**

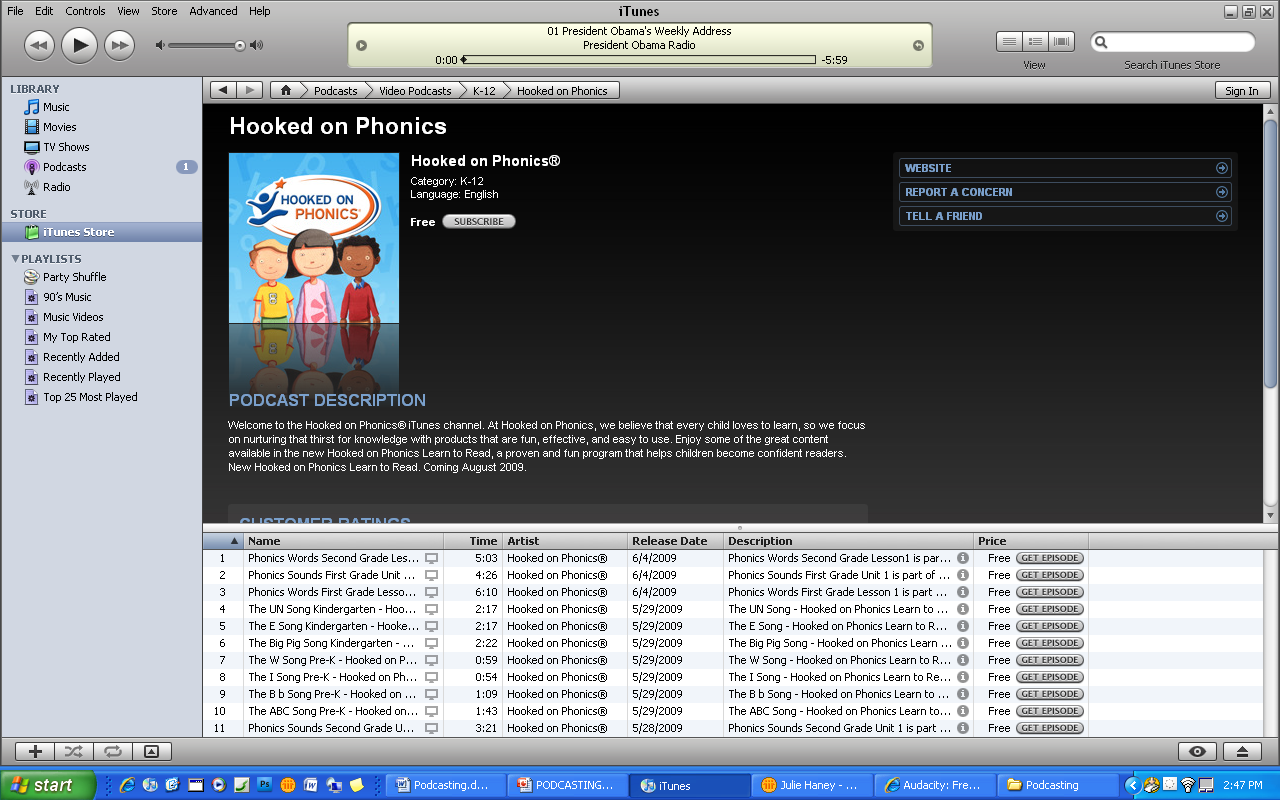
* iTunes Store
* iTunes U
* Subscribing to Podcasts

We can be…**Producers of Podcasts**

* Teacher Created
* Student Created
* Audacity (free download)
* Posting to your TeacherWeb
* GCast

My iTunes Store Map

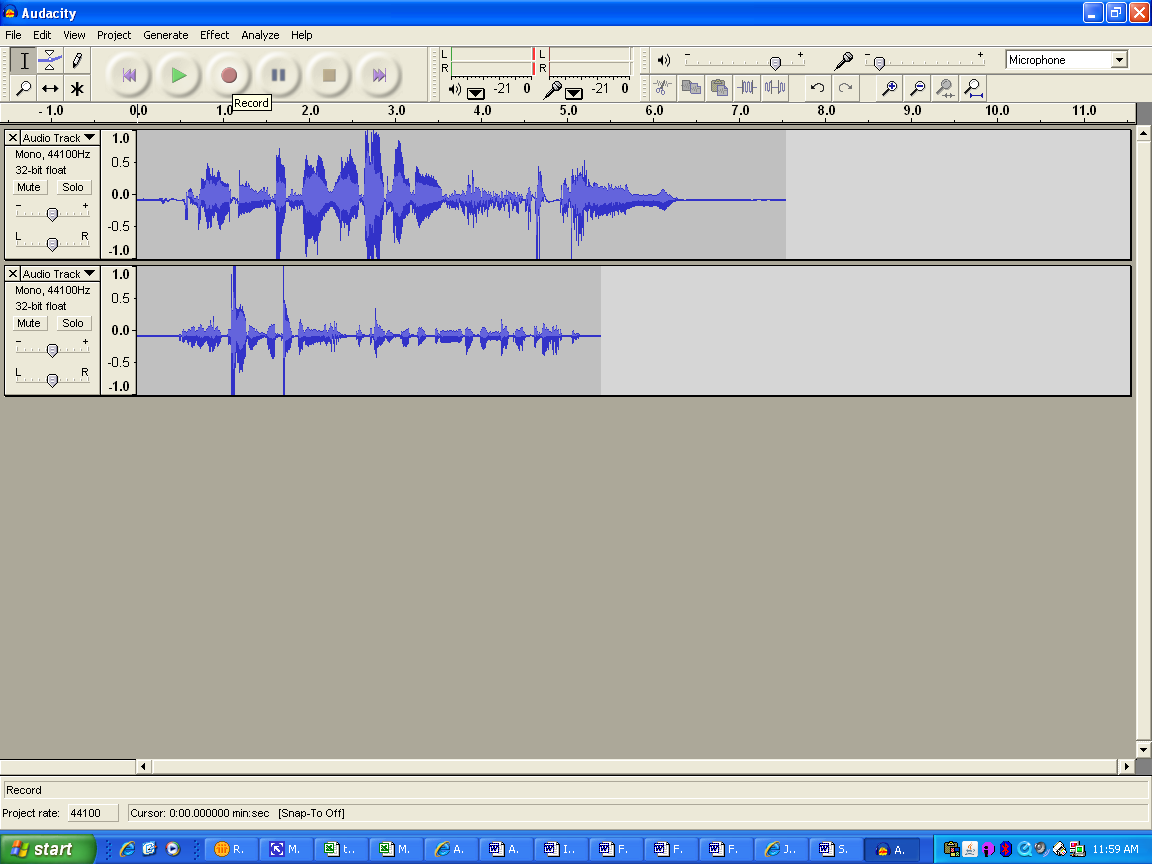


My Subscribing Map

Using Audacity to Create Audio Podcasts

**Recording**

1. Open Audacity and plug in your Microphone.
2. Click the record button and record your voice.
3. Once you have finished recording click the Stop button. (You should see a single audio track with a wave signal representing your audio that was recorded.)
4. The next time you record it will appear on a different track. Just make sure that your cursor is on the end of the track!



Track 2 - Recording

Track 1 - Recording

**Playback and Editing:**

1. **To Listen:** Click the Play button to review what has been played. The playback will begin wherever the playback marker is located. To hear a specific section, click before the section and select Play.
2. **To delete a section:** Click and highlight the section desired and hit the delete key on your keyboard.
3. **Increasing the Volume:**  Highlight the section and choose the Effect menu and – Amplify. Click OK
4. **To Change the vocal Effects:** Highlight the section and choose an effect from the Effect menu. This will change tone, speed, pitch, etc.
5. **Undo:** If the added effect is not what you want, choose Edit – Undo
6. **Adding Audio:** Under Project – Choose Import Audio and navigate to the saved audio. \*\*\*Make sure all music is copyright approved.
7. **Moving Tracks Around:** To cut and paste audio together, highlight the desired portion, and choose Ctrl C. Click where you want to paste the info and choose Ctrl V.

**Saving and Exporting**

Once the project is FINISHED, export your file as a MP3 file. If you are returning to work on it later, choose File – Save Project to save it in the Audacity format. All project files should be saved to your network folder.

**To export your file as an MP3:**

1. From the menu bar in Audacity, click File, select Export as MP3 file.
2. The next window is the “Save MP3 File As:” window, save all files to

your server file.

1. Give your file a filename then click Save.
2. Editing the ID3 tags for the MP3 file window will appear. You may enter

information on the IDTag which can help you when you create playlists in

iTunes. Remember students should never include their full name in any of the

TAG info is the final product will be broadcasted outside of the building.

1. Click OK
2. Your audio file has now been exported and saved as an MP3 file.
3. Close Audacity.

**Posting your Podcast to TeacherWeb**

There are two steps to uploading and posting a media file:  
1. Upload the file so that it is available for use in your site.  
2. Select where and how you'd like to post the media file.

**UPLOADING MUSIC FILES or VIDEO FILES:**

To upload your files to your website:

1. Go to your Update Index page.
2. Click the Add Photos/Docs button.
3. On the resulting page, click the Browse buttons to select files on your computer.
4. Enter your password and submit the update.

**INSERTING THE MP3 LINK ON YOUR ENHANCED TEXT PAGE:**

To create the link to your podcast:

1. Go to your Enhanced Text Page / Podcast Page.
2. Click on the Last Modified link on the bottom of the page.
3. Enter text.
4. Click below the text.
5. Click on the Files/Links dropdown list from the toolbar.
6. Expand the Files list by clicking on the plus sign and choose your audio file.
7. Enter your password and submit changes.